* Start Word. Set your page up to follow MLA Report Formatting:
  + 1” Margins
  + Double Space Line Spacing
  + No extra space after paragraphs
  + 12 pt. Serif Font
  + Header text must match report format
  + Add a header (MLA style, not Keehn style)
* To begin your report, add a heading :
  + F&L Name
  + Mrs. Keehn
  + 8th Computers, X Pd
  + Today’s Date (can be updated automatically if you choose)
* Center your title: **My Autobiography**
* Before you begin your report, you need to set 1st line indents so you don’t have to tab the beginning of every paragraph.
* The body of your report will be about YOU!! What info should you include? Try the following suggestions:
  + Tell about when and where you were born.
  + Talk briefly about your parents/guardians, brothers and sisters, or other family members.
  + Describe your personality and if you choose, your physical appearance. (For example: *I’m pretty short. In fact, I only measure 4’11” in height. I get that from both of my parents because they are short as well. My dad is only 5’6” and my mom is only 5’3”. So, I really had no hope of being tall. I have flat brown hair that I like to color and my eyes are bluish/green.*
  + Talk about your interests or hobbies.
  + Name one or two jobs that you might like to have in the future.
* Please remember that this is a report, not one giant, long paragraph. There needs to be multiple paragraphs. Each paragraph should have several sentences – not one or two.
* Save, save, save, save
* Proofread, Proofread, Proofread, Proofread.
* Use your MLA checklist.
* Print, staple checklist, turn into tray by the printer.